

## ADSO/NCO Functions List

The functions of the ADSO/NCO include, but are not limited to, the following:

- (1) Conduct surveys and hazard analyses, prioritize hazards identified during the survey by accident probability and severity, recommend controls or corrective action, track abatement of the identified hazards, and advise the commander and unit leaders as appropriate.
- (2) Participate in unit-level mission planning to ensure that hazard identification, risk assessment, and integration of controls are addressed by the commander and other mission planners (such as platoon leader, operations officer, supply officer) prior to and during unit operations.
- (3) Observe unit operations to detect and correct unsafe practices.
- (4) Advise the commander on the status and adequacy of the unit safety program.
- (5) Advise the commander on all safety matters to support mission accomplishment.
- (6) Ensure all personnel attached or assigned are trained in risk management and other safety-related subjects.
- (7) Ensure unit accidents are reported and investigated in accordance with AR/ DA PAM 385–40, and coordinated with the host installation safety office. Review reports for accuracy, completeness, and timeliness.
- (8) Assist in developing and reviewing unit Standing Operating Procedures (SOP) to ensure safety and risk management are integrated and controls are established for identified hazards.
- (9) Monitor tests of the unit's pre-accident plan and recommend improvements to the plan, as necessary.
- (10) Survey the condition of unit property (equipment) and facilities, ammunition storage areas, arms rooms, motor pools, and field training sites, including bivouac sites. When safety deficiencies are found, advise the commander and recommend corrective action. Follow up to ensure the corrective action is taken.
- (11) Acquire and maintain required references to perform assigned duties; AR 385–10 and AR/DA PAM 385–40 are essential in daily operations. Appendix A contains a list of other safety references that may assist in the performance of assigned duties. These references can be found on the Internet at one of the sites listed in appendix A. The installation safety office can also assist with locating reference material.
- (12) Provide safety oversight to unit operations involving the transport or storing of arms, ammunition, explosives, petroleum products, and other hazardous material.
- (13) Monitor unit Hazard Communication (HAZCOM) Program to ensure that personnel working with or around hazardous materials are informed of the hazards and trained in the HAZCOM Program.
- (14) Manage unit Accident Prevention Awards Program. (See AR 672–74.)
- (15) Consult the local safety office for help identifying required safety records and files and setting up a system for their maintenance.
- (16) Participate in after action reviews (AARs) to ensure that lessons learned are captured and disseminated for use in planning and executing the next iteration of the same mission or similar missions.
- (17) Perform other actions to enhance and promote the unit safety program and individual soldier involvement in preventing accidents. For example, conduct a periodic safety awareness day. Suggested activities are found in appendix C.
- (18) Assist the commander in promoting POV safety (see para 7–2), including motorcycle safety.